

UNIT 8

Presentation Authoring

Recommended Prior Knowledge

It is important that students understand the importance of security on computer systems. In preparation for this module you could cover the following topics handling passwords to gain access to the operating system, applications software and data. Students will also require a basic knowledge of file management techniques including:

- creating, renaming, deleting and accessing directories/folders
- browsing a directory or folder
- creation of different file types.

Context

This unit can be studied on its own or in conjunction with other practical units. There is some overlap with a section in practical Unit 3 on the production of graphs and charts in this unit and it may provide sound reinforcement if this has been previously studied.

Outline

This unit covers the following areas:

The use of presentation authoring software to:

- create presentation pages
- use a master slide
- use font styles
- use headings
- use bullet points
- use colour
- insert graphics
- resize, position and crop graphic
- use text boxes
- embedding charts
- edit pages
- use build facilities
- use transition facilities
- save the presentation
- print speaker's reference copy
- print handouts.

Section	Learning Outcomes	Suggested Teaching Activities	Online Resources	Other resources
21.1	Set up presentation	<p>Understand the purpose of a presentation, the relevance of the material for targeting specific audiences. Be aware of the different methods of delivery of a presentation.</p> <p>Understand the purpose and structure of a master slide, including headers and footers, in order to place images, text and automated slide numbering consistently on slides.</p> <p>Understand the need for consistency of presentation within the slides using font styles, heading styles and colour schemes planned and selected before creating the presentation.</p>	Exercise 25	<p>Tutor preparation required:</p> <ul style="list-style-type: none"> provide examples of well designed and structured presentations as well as those that are less well designed provide instructions showing what the students have to do.
21.2	Create presentation pages	<p>Develop the ability to create the required number of presentation pages using headings, subheadings, bullets, colours, text boxes, presenter notes and audience notes. Within these text elements students must develop the ability to set and change font styles, point sizes, colour and alignment (left aligned, right aligned, centre aligned and fully justified). All of these features must be developed to show consistency within the presentation using the house styles selected in 21.1.</p> <p>Develop skills in adding presenter and audience notes to presentations.</p>		<p>Tutor preparation required:</p> <ul style="list-style-type: none"> provide sample presentations for the students to practice using text features provide instructions showing what the students have to do.
21.3	Use graphical information	<p>Develop presentation pages by inserting and manipulating images, using features like; resizing, positioning, cropping, copying and editing the contrast and brightness.</p> <p>Create charts both within the presentation package and externally within a spreadsheet. Import externally produced graphs and charts into a presentation slide. The creation of the graphs and charts should include selection from contiguous or non contiguous data, adding and editing titles, legends, segment labels, segment values, category</p>		<p>Tutor preparation required:</p> <ul style="list-style-type: none"> provide sample images for the students to practice using image manipulation features provide instructions showing what the students have to do.

Section	Learning Outcomes	Suggested Teaching Activities	Online Resources	Other resources
		<p>axis labels, value axis labels; the use of percentages values and scales.</p> <p>Create organisational charts within a slide.</p> <p>Demonstrate other graphic features which can be added to presentation slides and identify a suitable use for each feature. These should include; symbols, lines, arrows and call out boxes.</p>		
22.1	Use transitions	Develop skills to add transitions between pages, to be consistent throughout the presentation despite considering a wide range of transition features available.		<p>Tutor preparation required:</p> <ul style="list-style-type: none"> provide sample presentations for the students to criticise using a range of transition features provide instructions showing what the students have to do.
22.2	Use animation facilities	Develop skills to add animation to element/s within a slide including both text and images, being consistent throughout the presentation despite considering a wide range of animation features available.	Exercises 26 – 29	<p>Tutor preparation required:</p> <ul style="list-style-type: none"> provide sample presentations for the students to criticise using a range of animation features provide instructions showing what the students have to do.
23.1	Save and print presentation	<p>Ensure that students can save their presentations either normally or in compressed (zipped) format.</p> <p>Ensure that students can print the whole or part of the presentation in slide view, as audience or presenter notes, or as screen shots to show features like animations and transitions.</p>		

Mini Assessments

Exercise 30

Exercise 31

Unit 8 Exercises

EXERCISE 25

The use of presentation authoring, and the impact presentations can have, should be discussed with the group. This can be accompanied by a demonstration. Presentation authoring programs are structured in such a way that their use is very straightforward. Students should be encouraged to look at the various options available, and to enter minimal amounts of data to explore the facilities.

These programs cover the most common subjects used in presentations including Sales and Training. The programs also allow for different output including overheads, on-screen presentations and slides. They allow for selection of background, and also for printing of Speaker's Notes and Delegate Handouts.

EXERCISE 26

You work for a travel agency and have been asked to prepare a presentation about Villa holidays which the company is promoting. This presentation will be run in the travel agency to inform customers of their many villa holidays (Possible activity Session Plan 3, suggested scheme of work).

Open the presentation software

Slide Number	Style	Text
1	Heading Bullet Bullet Bullet Bullet	XXXX VILLA HOLIDAYS <i>xxxxx being your own name</i>
2	Heading Bullet Bullet Bullet Bullet Sub-bullet Sub-bullet Sub-bullet	WELCOME TO OUR VILLAS
3	Heading Bullet Bullet Bullet	RESORTS AND LOCATIONS

Note: there is no bullet text in place – this is for you to use your imagination and fill in the blanks.

Save your presentation - give it the filename Villaxx (xx being your initials)

Now view your presentation (slide show).

You are now going to add some transitions - these are methods of how slides move from one to another.

It can be fun to have different transitions on different slides - don't overdo it though.

You can now run your presentation and view the transitions. Try out a few of the different options in transitions and re-run your show.

Now you are going to add Builds or Animations - this is where the text builds on the slide.

Now run your presentation again - see the difference. Save any changes.

Try out different presentation features - share your ideas with the group - visit others and watch their shows - have fun.

EXERCISE 27

You work for an advertising agency. Your work includes creating various documents and presentations for companies on your agency's books (Possible activity Session Plan 1, suggested scheme of work).

A new Dating Agency has commissioned your company to create a presentation for their entrance. The Dating Agency has given you an idea of the headings for the slides but you need to be imaginative with the text below the headings.

Slide Number	Style	Text
1	Heading Bullet Bullet Bullet Bullet	IDEAL DATING AGENCY
2	Heading Bullet Bullet Sub-bullet Sub-bullet	MEET YOUR IDEAL PARTNER
3	Heading Bullet Bullet Bullet	ENJOY OUR SOCIAL MEETINGS

Save your presentation - give it the filename Datingxx (xx being your initials)

You are now going to add some transitions - these are methods of how slides move from one to another.

It can be fun to have different transitions on different slides - don't overdo it though.

You can now run your presentation and view the transitions. Try out a few of the different options in transitions and re-run your show.

Now you are going to add Builds or Animations - this is where the text builds on the slide. Now run your presentation again - see the difference.
Try out different presentation features - share your ideas with the group - visit others and watch their shows - have fun.

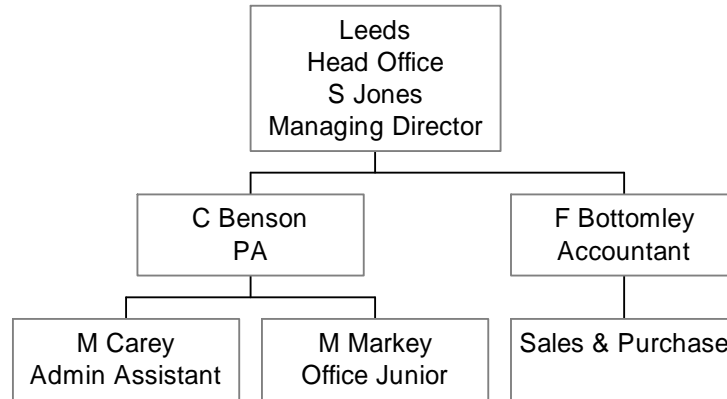
EXERCISE 28

Open the Presentation software and select a blank presentation (Possible activity Session Plan 1, suggested scheme of work). Create the following slides using two slide styles - Heading and Bullet (Possible activity Session Plan 4, suggested scheme of work).

- Select a background - insert a graphic on the master slide to carry across all the slides
- Select appropriate transitions and builds.

Slide Number	Style	Text
1	Heading Bullet Bullet Bullet Bullet	OUR COMPANY We reward enthusiasm in our staff We reward innovation We work in a professional environment Above all we look after our company
2	Heading Bullet Bullet Bullet Bullet Sub-bullet Sub-bullet Sub-bullet	BACKGROUND We began in 1997 Main office in Leeds Branch office in Huddersfield We intent to expand into Europe over the next two years France Germany Spain
3	Heading Insert	JONES & BENSON LTD <i>(Insert Organisation Chart here - see below for content of chart to be created)</i>
4	Heading Bullet Bullet Bullet Bullet	NEW POSITIONS IN HUDDERSFIELD Accounting Technician Sales Staff Drivers Administrator/PA

The following are details for the Organisation Chart on Slide 3. This can be drawn or generated using the program's facilities




Add transitions and builds/animations. Save the presentation.
Print the presentation as audience notes and an outline view.

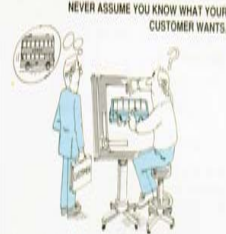

EXERCISE 29

Look at the slides set out below and prepare a presentation of this data.

Graphics are shown below the slide, but you may select your own to substitute.

- Choose your own, fonts point size, etc, but use the text given.
- Use colours appropriately and consistently.

Slide Number	Style	Text
1	Heading	INDUSTRY - A WORLD PERSPECTIVE
	Background	Use the "WORLD"
2	Heading	TO SELL OUR PRODUCTS WE NEED
	Bullet	QUALITY AT THE RIGHT PRICE
	Bullet	AFTER SALES SERVICE
	Bullet	COMPETITIVENESS
	Clip Art	Insert the following at the left hand side of the slide next to the bullets
		

3	<p>Heading Bullet Sub-bullet Sub-bullet Sub-bullet Sub-bullet Sub-bullet</p> <p>Clip Art</p>	<p>CUSTOMER REQUIREMENTS COMMUNICATION MUST BE: GOOD CLEAR CONSISTENT RAPID TIMELY</p> <p>Insert an image like the following at the bottom of the slide:</p> 
4	<p>Heading Bullet Bullet Bullet</p> <p>Chart</p>	<p>THE FUTURE WORKFORCE MORALE PRODUCTIVITY NEW TALENT</p> <p>Insert a chart like the following at the right hand side of the slide:</p> 

5	Heading	and in conclusion ...
	Bullet Bullet Bullet Bullet	Everyone has customers and suppliers People make quality Teamwork Communication
	Clip Art	Select your own graphic - and rearrange text if necessary so that graphic has maximum impact.

EXERCISE 30

Design a master slide from the instructions on the reference sheet data. Using this master, produce 4 slides from the information given below retaining capitalisation as shown. Save the presentation as **Int1**. Print one slide per page and an outline view.

Reference Sheet

Instructions for Master Slide Style

The layout of the master slide text and graphics is not pre-defined but must be consistent across the slide show.

Component	Input	Additional Information
Background	One used consistently throughout presentation - software template or colour may be used	Ensure legibility of text against background on printout
Company Name	Forward Internet Group	Font: Default
Date	Today's date	Font: Default
Designer's Name	Insert your name	Font: Default
Slide Numbering	Insert slide numbers	Font: Default
Company Logo	Suitable graphic from clipart	Black & white or colour

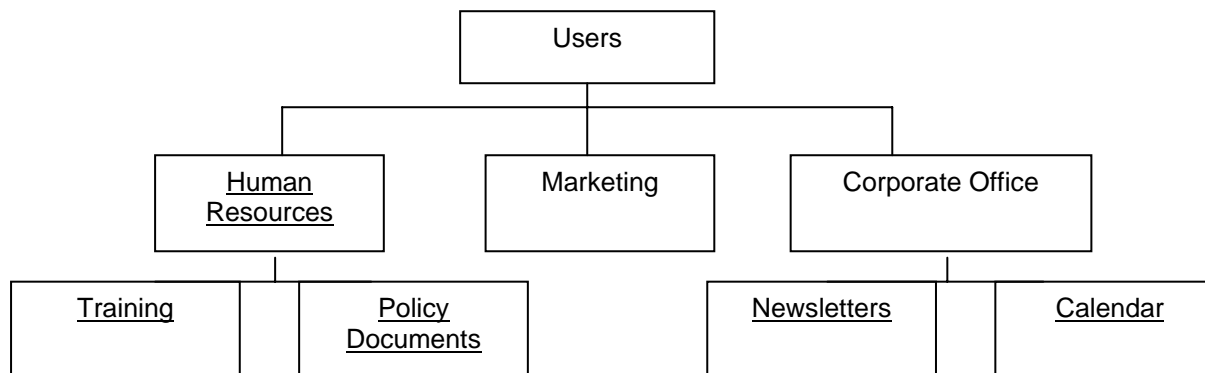
Text Styles

Style	Font	Size	Emphasis	Alignment
Heading	Sans Serif	44 - 60	Bold	Centre
Bullet	Sans Serif	28 - 34	Default	Left
Sub-bullet	Serif	18 - 20	Default	Left

Enter the following data on each slide:

Slide Number	Style	Text
1	Heading Bullet Bullet Bullet Bullet	INTRANET BASICS Intranet is the use of Internet technologies within an organisation Enables data access and transfer Helps in cutting costs Easy and fast accessibility of information
2	Heading Bullet Bullet Bullet	THE BENEFITS An excellent means of communication Information kept current and available Hyperlinks enable access to Intranet web pages
3	Heading Insert	WHO CAN USE AN INTRANET? <i>(Insert organisation chart here - see below for content of chart to be created)</i>
4	Heading Bullet Bullet Bullet Bullet	TIPS FOR YOUR SITE Create a Home Page Include your organisation's logo or name Text and icons provide links to topics Use consistency to give a unified image

ORGANISATION CHART FOR SLIDE 3



EXERCISE 30a

Recall the presentation saved as **Int1** in Document 1. Change the bullet symbol style on the master slide and amend the slides as shown below. Save as **Int2**. Print all slides as audience handouts (3 slides per page). Also print the amended slide 2 on one full page.

Slide Number	Style	Text
2	Add bullet	Common knowledge base can be shared
3	Add 2 further subordinates to Marketing	On-line catalogues Sales Reporting
4	Create a Home Page	Creating a Home Page can be challenging but a good marketing tool
4	Use consistency to give a unified image	Add sub-bullet: Spellcheck Add sub-bullet: Colour scheme Add sub-bullet: Keep it simple

EXERCISE 30b

Recall the presentation saved as **Int2**. Create 2 further slides from the information given below. The bar chart should display the legend and the data labels. Save as **Int3** Print only slides 5 and 6 together on one page.

Slide Number	Style	Text
5	Heading Pie Chart	GROWTH OF THE INTERNET Refer to table below for data
6	Picture Heading Bullet Bullet Bullet Bullet	Import a clipart picture of your choice INTERNET AND INTRANETS Internal/External networks World Wide Web (WWW) Hyperlink HTML

TABLE OF INFORMATION FOR PIE CHART

Growth area 1999	Data
EDU	23092
NET	56874
ORG	81127
COM	72268

EXERCISE 30c

Recall the presentation saved as **Int3**. Delete the slide containing the pie chart. Enter the following text as speaker's notes. Please check the spelling of the words in bold.

SLIDE 1	SLIDE 2
<p>The Intranet is now the way forward.</p> <p>It will allow your college or establishment to meet the growing needs and emends of the new technological age in the 21st Century.</p> <p>The technology can enhance and support your working practices.</p> <p>Reap the benefits of developing Intranets.</p>	<p>Use the same tools that publish information to the world to publish information internally across a private network, the Intranet.</p> <p>From paper based data to digitally stored data.</p> <p>Ideal for reluctant users. Easy to learn and use and impossible to delete or damage files.</p>
SLIDE 3	SLIDE 4
<p>There is no doubt that this type of technology is making a significant impact in the world of education and business.</p> <p>Information is changing so rapidly, in business, administration and education environments that the need for traditional methods of producing</p>	<p>Include the date when the Home Page was last updated and perhaps a section on news/latest news or what's new.</p> <p>Use consistency to give a unified image. Note, white is popular and an effective background.</p>

<p>and disseminating electronic and printed material must also move forward.</p> <p>The solution provided by Intranets uses technology that can provide information on demand, guarantee access to current, accurate and consistent data and faster access to information.</p>	<p>Try to break up long documents into different pages. HTML links should go to the next page rather than scroll through large chunks of text.</p> <p>Enable user to get back home.</p> <p>Choose clear colour schemes for your pages. Keep it simple and effective.</p>
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SLIDE 5
<p>As the seemingly relentless growth of the Word Wide Web continues, more and more companies are latching on to the advantages of the Web for publicising and making available their products, services and training.</p> <p>The Intranet phenomena by their very nature are hidden from public view and therefore its vendors see the Intranet as a larger opportunity than external Webs.</p> <p>On an Intranet a phone list, for example, can be updated centrally, and the most up-to-date version always be available to anyone who looks it up and, of course, print costs are nil.</p>

Change the order of the slides so that Slide 3 becomes slide 2. Save this document as **Int4**. Print the speaker's notes.

EXERCISE 31

Read through the text below. Decide on the critical points and put together a presentation. Save the presentation, print a Speaker's reference copy and handouts. Your presentation should include the following:

- use of bullet points
- use of colour
- use of graphics
- use of build and transition facilities.

IT SECURITY

All staff should be aware of, and responsible for fulfilling IT security requirements within a company. It is advisable to have security requirements built into the system.

ACCESS TO SYSTEMS

You **must** use passwords to control access to the system, areas within the system, and to specific data. For example, a company may choose to allow only READ access to say, the payroll files. Further, you may limit display of such files to specified computers only (in the payroll controller's office).

In particular, auditable user ids and security audits should be defined within company policy. All personnel should use passwords that are a minimum of six characters, and should not follow themes or be obviously related to that member of staff (e.g. months of the year, name of spouse or children). There should also be a requirement for staff to change their password on a regular basis (e.g. once a month).

PROTECTION FROM PHYSICAL CORRUPTION

This could be accidental or deliberate, and includes taking precautions regarding storage of the media (disk, tape or cassette) as well as providing and maintaining a clean working environment.

Virus checking procedures should be in place to avoid loss, or corruption of data. This aspect should incorporate knowledge of the dangers of using personal disks that have not been checked.

Company policy should indicate who is responsible for the maintenance of up to date virus checking software. All personnel should be aware of their responsibilities for the use of this software before installing any software (or data) from outside the company on to company equipment.

Present your work to the group.